

# **ADDING CREDITORS TO THE COURT'S ELECTRONIC CASE FILING SYSTEM**

# **How to Upload a Creditor's Matrix on the Court's Electronic Case Filing System**



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*To Add Creditors, Click  
on "Bankruptcy"*



**U.S. Bankruptcy Court  
Southern District of New York**

**Official Court Electronic Document Filing System**

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## Bankruptcy Events

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## Bankruptcy Creditor Processing

### ■ Creditor Processing Options

- [Manually enter creditors](#)
- [Upload a creditor "Matrix"](#) *Click on, "Upload a creditor Matrix"*



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## Creditor Processing - Upload a File Method

**Case Number**

Enter a case number in the format 96-12345.

Type in case number above, then  
Click on "Next"



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## Load Creditor Information

Case number 00-10242

\*\*\*Note\*\*\*

Matrix should have been prepared according to the instructions on, "How to Prepare and Save a Creditor's Matrix for Uploading Method" before proceeding

Enter name of file and click on Next

Example: c:\creditor.scn

Browse...


Next

Clear

Click on "Browse..." to search for the prepared matrix

## File Upload

Look in: 3½ Floppy (A:)

 10242  
 40864  
 Creditor

*Look in your drive for the matrix, select the matrix with the proper file name, then "Open" the file*

File name: 10242

Open

Files of type: All Files (\*.\*)

Cancel

Next

Clear



Security



Shop



Stop



7300408747558594-L\_459\_0-1



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## Load Creditor Information

Case number 00-10242

Enter name of file and click on Next

Example: c:\creditor.scn

*Once your file has been retrieved, click "Next"*



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## Total Creditors Entered - Verify

*Note:*

*This screen allows you to verify the number of creditors your are entering into the Court's database. Once you commit, you are not allowed to enter any additional creditors. If you wish to add any additional creditors, an amendment needs to be filed with the Court*

Total Creditors Entered 12

If correct click on Commit or click here [to return to main menu](#)

Commit

Clear

*Click "Commit"*

Back	Forward	Reload	Home	Search	Netscape	Print	Security	Shop	Stop	

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## Creditors Receipt

Case Number	00-10242
Total Creditors Added to Database	12

*This screen confirms the total number of creditors that were added to Court's database*

*To view the creditors entered, see "How to Query for Creditor's on the Court's Electronic Case Filing System"*

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

# **How to Prepare and Save a Creditor's Matrix for Uploading Method**

## HOW TO PREPARE AND SAVE A CREDITOR'S MATRIX FOR UPLOADING METHOD

**Format Needed:** ASCII (DOS) Text or Text Only Format

**Method for Preparing Matrix:** See EXHIBIT "A"

If your software has the capability to generate a creditor's Matrix, open this matrix in a word processing program (ie. Corel WordPerfect or Microsoft word) in order to edit matrix.

All information should always be left-margin justified.

1. Begin by moving the creditor's list at least three lines down.
2. Go back to the first line and type three asterisks followed by the case number followed by three asterisks. (\*\*0011111\*\*)  
**Note:**
  - There should be no hyphens, letters or characters between the case year and the case number
3. Review and Verify the list of Creditors. Delete any duplicates from the list. Confirm that the last line of the address is the City, State and Zip Code and that there is at least one line after the last creditor.
4. Proceed to save.

**Method for Saving File on ASCII DOS Text and Text Only Format:**

**See EXHIBIT "B" & "C"**

1. Select the **Save As** feature from your **Tool Bar**
2. Select the drive in which you will save the matrix. (C-Drive, A-Drive, .....)
3. Give your creditor's matrix a name and type that name in the **File Name** field box
4. In the **File Type** field, search for **ASCII DOS Text** or **Text Only** format, and select this format from the **File Type** List
8. Click on **SAVE**
9. The file is now ready to be Uploaded

**Note:** Please be aware that this is a mailing matrix, therefore anything you type as part of the creditor's address will show up in the mailing process. **Do not enter any account numbers, if you do not wish them to appear with creditor's address.**



Times New Roman

12

**B***I*U

≡

&lt;None&gt;

abc abc

g

a

#

\*\*\*0010242\*\*\*

Broadway Sun Ben Trading Inc.  
1225 Broadway  
New York, NY 10001

D & H Trading Inc.  
P. O. Box 564324  
College Point, NY 11356

Hyuk Y. Kwon  
38 Park St.  
4D Florham  
Park, NJ 07932

J - Landing Trading Co.  
145 W. 30<sup>th</sup> St.  
11<sup>th</sup> Floor  
New York, NY 10001

**If your software has the capability to generate a creditor's matrix, open this matrix in a word processing program (ie. Corel WordPerfect or Microsoft Word)**

**At the top of the page, type**

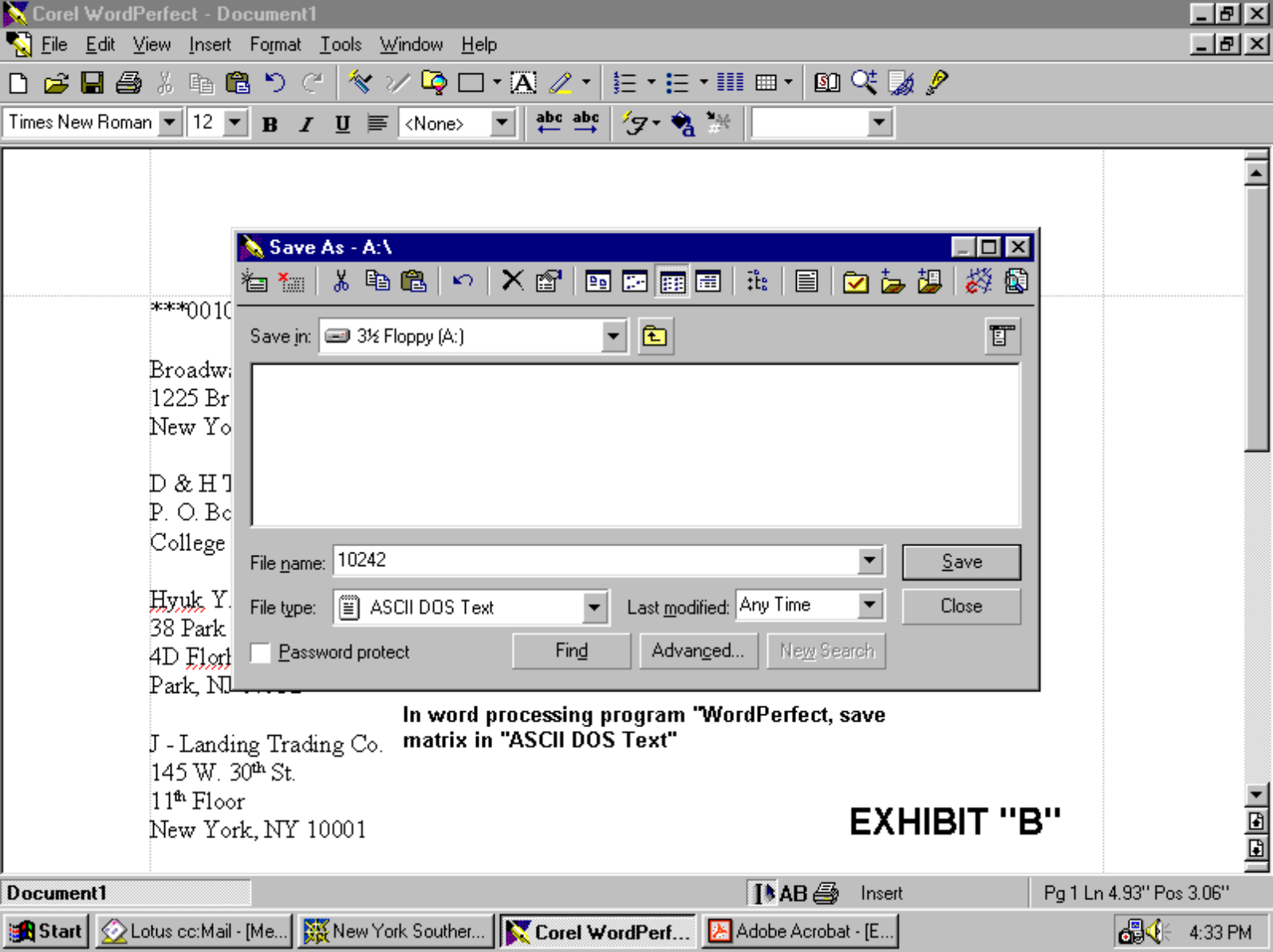
**\*\*\* followed by the case number followed by \*\*\***

**Skip at least one line between each creditor**

**Skip at least one line after the last creditor**

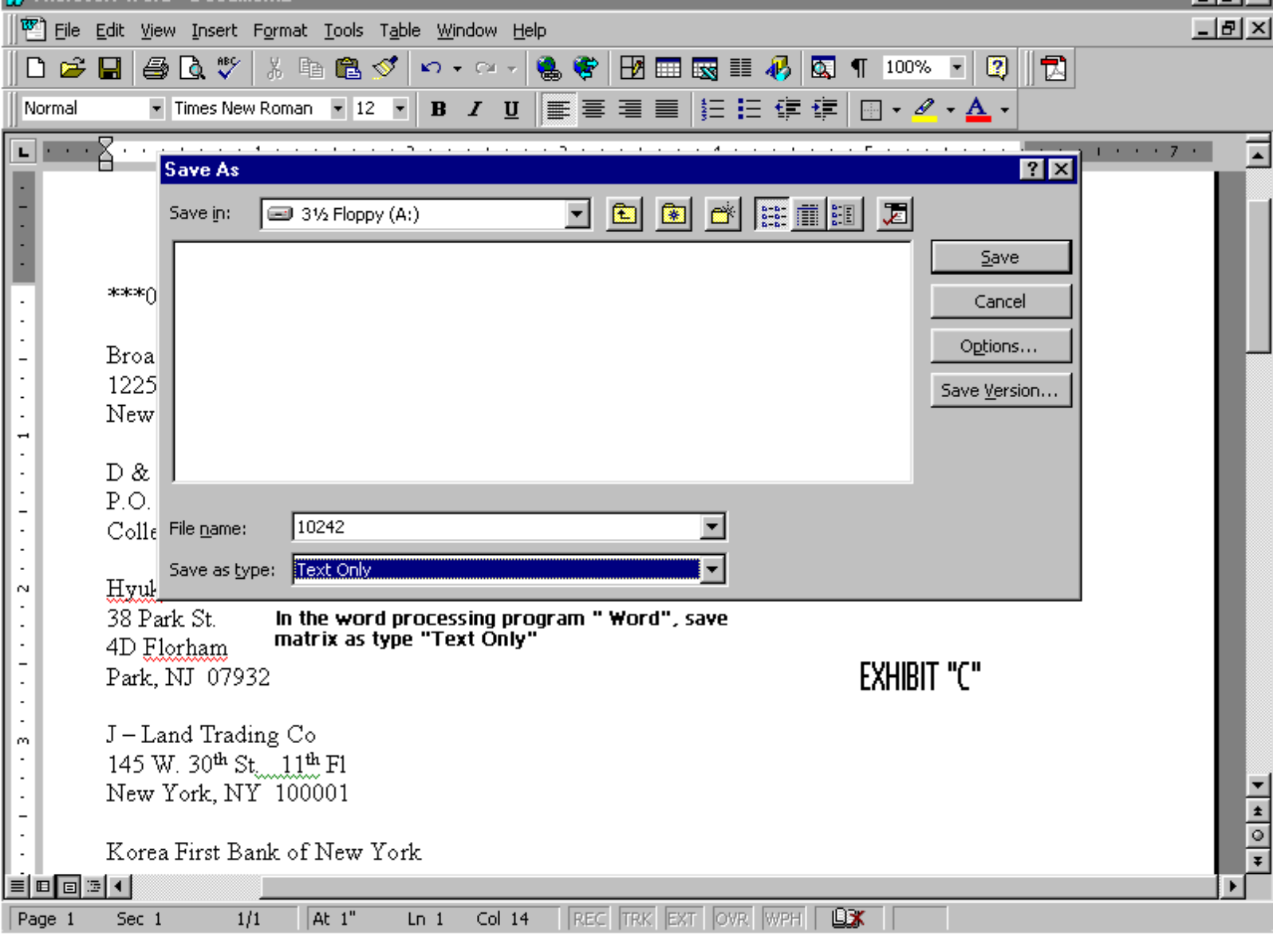
**Note: All information should be left-margin justified.  
Last line of address should be City, State and Zip Code**

**EXHIBIT "A"**



In word processing program "WordPerfect, save  
matrix in "ASCII DOS Text"

EXHIBIT "B"



Save As

Save in: 3 1/2 Floppy (A:)

Save

Cancel

Options...

Save Version...

File name: 10242

Save as type: Text Only

\*\*\*0

Broa  
1225  
New

D &  
P.O.  
Colle

Hyuk

38 Park St.  
4D Florham  
Park, NJ 07932

J - Land Trading Co  
145 W. 30<sup>th</sup> St. 11<sup>th</sup> Fl  
New York, NY 10001

Korea First Bank of New York

In the word processing program " Word", save  
matrix as type "Text Only"

EXHIBIT "C"



# **How to Manually Enter Creditors on the Court's Electronic Case Filing System**



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## Bankruptcy Creditor Processing

### ■ Creditor Processing Options

- [Manually enter creditors](#)
- [Upload a creditor "Matrix"](#)

*Click on "Manually enter Creditors"*



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## Enter Creditor Information

Case number 00-10021-jlg Hiram Lopez

Name *Line 1: Type in the name of the creditor*Address 1 *Line 2: If there is a c/o, type name on this line, if none then type street address*Address 2 *Line 3: Continuation of Address*Address 3 *Line 4: Continuation of Address*Address 4 *Line 5: Continuation of Address*Address 5 *Line 6: Last line for Address,*Type *Please Note: City, State and Zip Code should always be the last line entered*Creditor committee ☒ No ☐ Yes☒ Continue To Enter ☐ Last Entry

Next

Clear

Since the system sets up a default for the entering of more than one creditor, continue to enter creditors by clicking on "Next" after each entry



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## Enter Creditor Information

Case number 00-10021-jlg Hiram Lopez

*Enter additional creditor's  
name and address, then Click  
on "Next"*

Name Address 1 Address 2 Address 3 Address 4 Address 5 Type Creditor committee ☒ No ☐ Yes☒ Continue To Enter ☐ Last Entry



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## Enter Creditor Information

Case number 00-10021-jlg Hiram Lopez

Name

AT&amp;T

Address 1

PO Box 8888

Address 2

Hackensack, NJ 07606

Address 3

Address 4

Address 5

Type

Creditor

Creditor committee ☒ No ☐ Yes☐ Continue To Enter ☒ Last Entry

*Upon entering the last creditor, switch the default from "Continue To Enter" to "Last Entry", then Click on "Next"*

Next

Clear



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## Total Creditors Entered - Verify

*Note:*

*This screen allows you to verify the number of creditors you are entering into the Court's database. Once you commit, you are not allowed to enter any additional creditors. If you wish to add any additional creditors, an amendment needs to be filed with the Court*

Total Creditors Entered 3

If correct click on Commit or click here [to return to main menu](#)

Commit

Clear

Click "Commit"



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## Creditors Receipt

Case Number	00-10021
Total Creditors Added to Database	3

*This screen confirms the total number of creditors that were added to the Court's database.*

*To view the creditors entered, see "How to Query for Creditors on the Court's Electronic Case Filing System"*

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

# **How to Query for Creditors on the Court's Electronic Case Filing System**





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## Query

### Search Clues

Case Number	<input type="text" value="00-10242"/>	(Example: 99-80013)
Last Name	<input type="text"/>	(Examples: Desoto, Des*t)
First Name	<input type="text"/>	Middle Name <input type="text"/>
SSN	<input type="text"/>	Tax ID <input type="text"/>
Type	<input type="text"/>	

Run Query

Clear

*Type in Case Number, then click "Run Query"*



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**00-10242** Louis Smith**Case type:** bk **Chapter:** 7 **Asset:** n **Vol:** v

## Query

[Alias](#)[Associated Cases](#)[Attorney](#)[Calendar By Case or Judge ...](#)[Case Summary](#)[Creditor](#)*To view Creditors, Click on  
"Creditor"*[Docket Report ...](#)[Judge](#)[Notice of Bankruptcy Case Filing](#)[Party](#)



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**00-10242** Louis Smith**Case type:** bk **Chapter:** 7 **Asset:** n **Vol:** v*Note:**This is a list of all the creditors that  
were entered in this Bankruptcy Case*

## Creditor(s) for 00-10242

**Broadway Sun Ben Trading Inc.**1225 Broadway  
New York, NY 10001**D & H Trading Inc.**P.O. Box 564324  
College Point, NY 11356**Hyuk Y. Kwon 38 Park St.,**4D Florham  
Park, N.J. 07932**IRS Special Procedures Staff**Bankruptcy Section  
290 Broadway 5th Floor